

PERSONAL SERVICES REQUISITION FORM INSTRUCTIONS
LIBRARY SERVICES AND TECHNOLOGY ACT – PL 108-81, AS AMENDED
FFY05 PROGRAM FUNDS – SOUTH CAROLINA STATE LIBRARY
SUBMIT ONE COPY TO LSTA COORDINATOR

This form is used to requisition personal services funds in advance. A separate form is required for each employee covered by grant funds. The project administrator, fiscal officer or director of the library or agency must sign the form. In order to accommodate state and federal fiscal year requirements, sub-grantees are encouraged to requisition for personal service funds on a quarterly basis.

- I. **Sub-grantee Name and Date.** Enter the name of the library or agency and the current date.
- II. **Project Administrator and E-mail Address.** Enter the name of the staff member responsible for managing the project on a day-to-day basis and his/her e-mail address.
- III. **Fiscal Officer and E-mail Address.** Enter the name of the staff member responsible for the financial records for the project on a day-to-day basis and his/her e-mail address.
- IV. **Employee Data:** The following information is needed for each employee covered by grant funds: The employee's name, his/her title, and the beginning date of employment. *(Submit a separate form for each staff position.)*
- V. **Financial Information:**

Personal Services Budget: Enter the amount of LSTA funds approved in this budget category.

Time Period of Requested Funds: Enter the beginning date (month, date, year) of the first payroll and the ending date (month, date, year) of the last payroll for the span of time covered by this requisition.

Cash on Hand at Beginning Period: Enter the amount of cash on hand from the previous period. This may be a positive or negative number.

Capital Advance Received During Period: Enter the amount of funds received through any capital advance request during this period.

Funds Needed During Period: Enter the total amount of funds estimated to cover the payrolls during the time period.

Capital Advance Requested: Enter the amount of funds requested which will be "Funds Needed During Period" +/- "Cash on Hand at Beginning Period" – "Capital Advance Received During Period." This represents the actual amount of cash needed to ensure the library will have sufficient cash on hand to meet payroll needs for the period covered by this requisition.